

Sample Job Description Template

Job Title:		Salary Grade/Level/Job Family/Range:	
Reports To:		Date:	
Job Summary/ Job Objective:			
Essential Functions:			
Competencies Required to Carry Out Assigned Role:			
Supervisory Responsibilities:			
Work Environment:			
Physical Demands:			
Position Type and Expected Hours of Work:			
Travel:			
Required/Preferred Education and Experience:			
Additional Eligibility Qualifications:			
Key Performance Areas:			
Fairness in Employment Terms:			

Disclaimer:

Signature & date

Employee

Supervisor

Human Resources Dept

Example of a Job Description

Title: Director General (DG)		Grade: Consolidated
Department: Office of the Director General		Unit: NA
Job Location: Damaturu		Reports to: Chairman of the Board
Strategic context	BPP is a state level Agency reporting to the Council, which is Chaired by the Commissioner of Finance. The Bureau is established as the oversight body to support development and implementation of the public procurement regulatory system of Yobe State. The Bureau is a legal entity with a leadership and staff. The Bureau exists beyond the tenure of its leadership or staff. Its existence is determined and sustained by the Public Procurement Law.	
Job Objectives:	<ul style="list-style-type: none"> • Develop and lead a highly professional Procurement Agency capable of supporting the government in ensuring openness, competition, probity and accountability in public procurement; • Prepare and implement a strategic and operational plans and budget for the Agency, as appropriate and ensure appropriate commitment from Government; • Prepare regular reports on activities, success and impacts for review and approval by the Council; • Improve awareness on public procurement in Yobe State and ensure compliance of all MDAs covered by the Public Procurement Law. 	
Principal Tasks	<ul style="list-style-type: none"> • Responsible for the execution of the policy and day to day administration of the affairs of the Bureau; • Ensure resources are available to enable full implementation of the Law; • Manage relations between the Council and LGAs, State and relevant Federal MDAs; • Develop and publicise strategic plan of the Bureau to win the support of key stakeholders (public, private sectors and development partners); • Formulate the general policies and guidelines relating to public-sector procurement for the approval of the council; • Subject to thresholds as may be set by the council, certify state procurement prior to the award of contract; • Supervise the implementation of established Procurement policies; • Monitor the prices of tendered items and keep a database of standard prices; • Publish the details of major contracts in the procurement journal; • Publish paper and electronic editions of the procurement journal and maintain an archival system for the procurement journal; • Maintain a state database of the particulars, classification and categorization of contractors and service providers; • Collate and maintain, in an archival system, all state procurement plans and information; • Undertake procurement research and surveys; • Organize training and development programmes for procurement professionals; • Periodically review the socio-economic effect of the policies on procurement and advise the council accordingly; 	

	<ul style="list-style-type: none"> • Prepare and update standard bidding and contract documents; • Prevent fraudulent and unfair procurement and where necessary apply administrative sanctions; • Review the procurement and award of contract, procedures of every entity to which this law applies; • Perform procurement audits and submit such report to the house of Assembly quarterly; • Introduce, develop, update and maintain related database and technology; • Establish a single internet portal that shall serve as a primary and definitive source of all information on government procurement containing; displaying all public-sector procurement information at all times; • Co-ordinate relevant training programmes to build institutional capacity; and • All other responsibilities as may be assigned by the Council 	
Partners	<ul style="list-style-type: none"> • The BPP Council • Federal Stakeholders • State MDA's and relevant Agencies • Development Partners 	
Management Accountability	<ul style="list-style-type: none"> • BPP Council • Chairman of Council 	
Performance Indicators and Targets 2018/20	Indicator	Target
	<ul style="list-style-type: none"> • Culture of <i>fiscal discipline</i>, due process and value for money in public procurement 	<ul style="list-style-type: none"> • Have in place, baseline data on incidences of over-invoicing, collusion, ghost/white elephant projects and contract-splitting by 2019; • Reduce incidence of over-invoicing in contract submissions, collusion, ghost/white elephant projects and contract- splitting
	<ul style="list-style-type: none"> • Open competition in public procurement process 	<ul style="list-style-type: none"> • Increase the proportion of contractors that have access to timely contract information by December 2019; • Increase the proportion of women and other disadvantaged persons with access to timely contract information by December 2019.
	<ul style="list-style-type: none"> • Compliance with public procurement laws and regulations 	<ul style="list-style-type: none"> • Develop and put into use, the procurement tools by 2019; • 50 per cent reduction in the incidence of violation of procurement law and regulations by 2020
	<ul style="list-style-type: none"> • Existence of efficient and effective Procurement Management Information System (PMIS) 	<ul style="list-style-type: none"> • Have in place a Harmonised Standard Price List and Contract Vetting Rate 2018;

		<ul style="list-style-type: none"> By December 2020 have in place a central and functional databank.
Academic, Professional qualifications and other Requirement	<p>The Director General shall be a person who possesses a degree or its equivalence in any of the following areas:</p> <ul style="list-style-type: none"> I) Public Administration II) Accountancy III) Law IV) Social Sciences, or V) Other field related to the aforementioned. <p>The DG Must be an indigene of Yobe State.</p>	
Professional experience	<ul style="list-style-type: none"> Shall have been so qualified for a period of not less than 15 years. Senior level experience in procurement or related functions. The Director General occupies sufficient level within the governance structure to enable the Bureau to exercise its authority and responsibilities. Successful management of growing organizations and development and leadership of diverse teams. Good financial and project management skills. Understanding of IT and its uses in evaluating procurement standards. 	
Competency Requirement	<p>Technical Core</p> <ul style="list-style-type: none"> Sound general management and leadership skills, including analytical skills; Ability to harness broad information to make coherent decision and judgement; Good financial and project management skills <p>Non-technical Core</p> <ul style="list-style-type: none"> Fluent English and Nigerian languages; Excellent written and spoken communication skills; Strong networking skills and networks at state and federal level as well as with leading private sector operators Politically aware in a Nigerian context Strong relations with key development partners Focus on delivery of results and targets <p>Behavioural</p> <ul style="list-style-type: none"> Ability to command respect of colleagues and stakeholders An independent person of honesty and integrity, not given to social and political pressure; Adjusted firm and fair in handling relationships 	

Signatures and dates:

Employee

Supervisor

Human Resources Dept

Example 2 of job description for Head of Administration

Title: Secretary to the Bureau and Director, Finance and HR		Grade: 16	
Department: Administration, Finance and HRM		Unit: Admin/Finance and HRM	
Job Location: Damaturu		Reports to: DG	
Strategic context	The Bureau is established as the oversight body to support development and implementation of the public procurement regulatory system of Yobe State. It is a legal entity with a leadership and staff. The staffers of the Bureau are few, there is need for recruiting, retaining and motivating professionals and competent employees for the Bureau due to its central function of managing the complex procurement function. The role of the Administration, Finance and HRM is, therefore, critical to success of the Bureau.		
Job Objectives:	<ul style="list-style-type: none"> • Manage the Administration, Finances, HR and physical infrastructure of the Bureau to ensure maximum impact of resources available on service delivery; • Ensure recruitment and retention of highly motivated staff 		
Principal Tasks	<ul style="list-style-type: none"> • Participate in the development of the Bureau 3-year strategic planning document, action plan and Annual Budget; • Manage receipts and disbursements of the Bureau's funds according to approved government procedures; • Cooperate as required with the Internal Auditor and State Auditors to review financial books and performance to ensure proper accountability and probity; • Together with DG and Directors, review and prepare job descriptions and recruit qualified staff from either public or private sector for the Bureau; • Together with the DG and Directors, set staff performance targets and standards and manage annual performance reviews against targets for staff and report to the DG on results; • Coordinate training needs assessment (TNA) for all staff and develop appropriate training and schedules focused on the agreed job descriptions and objectives; • Together with the ICT Office, manage and maintain IT system for the Bureau and ensure all staffs are computer literate • Perform other duties assigned by the DG 		
Partners	<ul style="list-style-type: none"> • DG • OHoS • Other Departments in the Bureau and units in the DG's Office • The Civil Service Commission (CSC) 		
Management Accountability	<ul style="list-style-type: none"> • DG • OHoS 		
Performance Indicators and Targets 2018/20	Indicator		Target
	• Annual budget		Budget approved
	• Annual Audit		Audit completed with no issues

	<ul style="list-style-type: none"> Recruitment and training 	Qualified staff recruited and receive induction and job focused training
	<ul style="list-style-type: none"> Performance review 	Quarterly and Annual reports prepared for DG and Council
Professional qualifications	<p>The Secretary of the Agency, who doubles as Director, Administration, Finance and HR shall be a person who possesses a degree or its equivalence in any of the following areas:</p> <p>I) Public Administration, II) Business Administration, III) Accounting, or IV) Economics. V) A graduate and or professional qualification in Accounting and HR will be an added advantage</p>	
Professional experience	<p>The person shall have been so qualified for a period of not less than 20 years and shall have experience in:</p> <ul style="list-style-type: none"> Public sector strategy development and planning Financial management in an appropriate MDA Public sector accounts HR - Recruitment and staff administration Training Needs Analysis 	
Competency Requirement	<p>Technical Core</p> <ul style="list-style-type: none"> Sound technical knowledge of HRM; Good financial and accounting skills; Sound analytical skills <p>Non-technical Core</p> <ul style="list-style-type: none"> Fluent English and Nigerian languages Good relationship management skills Empathy <p>Behavioural</p> <ul style="list-style-type: none"> Ability to command respect of colleagues and stakeholders A person of honesty and integrity, not given to social and political pressure; 	

Signatures and dates:

Employee

Supervisor

Human Resources Dept